



TENNESSEE DEPARTMENT OF SAFETY

**1150 Foster Avenue
Nashville, Tennessee 37243**

**PHIL BREDESEN
GOVERNOR**

**DAVE MITCHELL
COMMISSIONER**

M E M O R A N D U M

TO: Dave Goetz, Commissioner
Department of Finance and Administration

Deborah Story, Commissioner
Department of Human Resources

FROM: Dave Mitchell, Commissioner

SUBJECT: 2008-2009 Voluntary Buyout Program

You will find enclosed the Department of Safety's recommendations for the 2008-2009 Voluntary Buyout Program. I have reviewed this business plan with my staff and concur with their recommendations.

Should you require additional information or have questions concerning our plan, please contact the Human Resources Division at 615-251-5200.

A handwritten signature of Dave Mitchell in black ink, written over a horizontal line.

Dave Mitchell, Commissioner

DM:jah

TENNESSEE DEPARTMENT OF SAFETY
FISCAL SERVICES DIVISION
2008-2009 VOLUNTARY BUYOUT PROGRAM
3 Positions Eliminated

Executive Summary

The Fiscal Services Division identified job classifications based on job duties and impact on what the Division would need in order to continue to provide necessary support services to the agency. We have identified three positions that can be eliminated by reassigning/absorbing work among the remaining positions through a consolidation of functions of like classifications for three of the positions. The duties of the remaining position can be absorbed by reassigning/absorbing the duties among several employees. Although there will be some delays in processing transactions, providing information and support services to the employees of our department, we feel that the impact will be minimal and that services to the public will not be adversely affected.

Business Justification and Assessment

The administrative support duties provided by the Fiscal Services Division can be shared by a smaller number of employees by carefully monitoring activities, asking our employees and supervisors to accept additional responsibilities and to work more efficiently, and ensuring that policies with a direct impact to the public are given priority.

(Group A - Accountant 3 - (One Position in be Abolished) All Accountant 3's assigned to the Fiscal Services Division will be offered the package. There are six (6) Accountant positions in the Fiscal Services Division. One of these positions can be eliminated through reorganization of activities and consolidating functions with minimal impact on workflow and services to the public.

Group B - Accounting Technician 1 - (One Position to be Abolished) All Accounting Technician I's assigned to the Fiscal Services Division will be offered the package. There are five (5) Accounting Technician 1 positions in the Fiscal Services Division Through consolidation of effort and reorganizing activities, this division can eliminate one of these positions with minimal impact on workflow and services to the public.

(Group C - Administrative Secretary - (One Position to be Abolished) All Administrative Secretaries assigned to the Fiscal Services Division will be offered the package. The Administrative Secretary duties can be shared by other employees without a noticeable interruption of services. Each unit within Fiscal Services will be responsible for its own secretarial functions as opposed to relying on one central secretary. The requests for telephone services and interaction with F&A Telecommunications will be consolidated within the remaining 2 Procurement Officer 2 positions.

Bill Hedge
Fiscal Services Division Director
May 23, 2008

TENNESSEE DEPARTMENT OF SAFETY
HUMAN RESOURCE DIVISION
2008-2009 VOLUNTARY BUYOUT PROGRAM
1 Positions Eliminated

I. EXECUTIVE SUMMARY

The Human Resources Division identified job classifications based upon job duties, impact on the agency and the services provided.

II. BUSINESS JUSTIFICATION AND ASSESSMENT

(Group A - Administrative Assistant 3 - (One Position to be Abolished) The job duties assigned to this position can be reassigned/absorbed by remaining staff with little or no impact on services provided.

Kerri Balthrop
Human Resources Director
May 23, 2008

TENNESSEE DEPARTMENT OF SAFETY
LEGAL DIVISION
2008-2009 VOLUNTARY BUYOUT PROGRAM
3 Positions Eliminated

EXECUTIVE SUMMARY

The Legal Division has identified job classifications for the voluntary separation plan based upon job duties, impact on the agency, and impact on the public. We have determined that the duties and responsibilities of these job classifications can be reassigned/absorbed by remaining personnel assigned to the Legal Division.

BUSINESS JUSTIFICATION AND ASSESSMENT

Group A - Administrative Secretary, Asset Forfeiture Program, Memphis Office - Asset Forfeiture Program. Knoxville Office - (Two Positions to be Abolished) - The job duties and responsibilities assigned to these positions can be reassigned/absorbed by remaining Administrative Secretary- staff without extensive loss of service to customers.

Group B - Executive Secretary, Asset Forfeiture Program, Nashville Office - (One Position to be Abolished) The job duties and responsibilities assigned to this position can be reassigned/absorbed by remaining support staff without extensive loss of service to customers.

Roger Hutto
General Counsel May 23, 2008

TENNESSEE DEPARTMENT OF SAFETY
INTERNAL AUDIT DIVISION
2008-2009 VOLUNTARY BUYOUT PROGRAM
1 Positions Eliminated

I. EXECUTIVE SUMMARY

The Internal Audit Division has identified a job classification based upon job duties, impact on agency and impact on services provided. The duties assigned to this position can be reassigned/absorbed by the remaining Auditor 3's with little or no impact on services provided.

II. BUSINESS JUSTIFICATION AND ASSESSMENT

Group A - Auditor 2 - (One Position to be Abolished) - All Auditor 2's assigned to the Internal Audit Division will be offered the package. The job responsibilities of this position cannot be reassigned/absorbed by other divisions within the agency. These duties will be reassigned and absorbed by the remaining Auditor 3's. The Internal Audit Division will continue to make every effort to provide a level of audit service to ensure compliance with policy and procedures and federal and state laws that apply to operations of the Department of Safety.

Sara Farris
Internal Audit Director
May 23, 2008

TENNESSEE DEPARTMENT OF SAFETY
DRIVER SERVICES DIVISION
2008-2009 VOLUNTARY BUYOUT PROGRAM
17 Positions Eliminated

I. EXECUTIVE SUMMARY

The Driver Services Division has identified job classifications eligible for the VBP based upon job responsibilities, and impact on services provided to the public. This plan will have a delay in the ability to provide certain services within the responsibility of the Driver Services Division. However, after eliminating these positions, further reorganization and initiatives will be implemented to minimize delays in service provided to the public, law enforcement, and courts. No Drivers License Examiners positions will be eligible for the VBP.

II. BUSINESS JUSTIFICATION AND ASSESSMENT

Group A - Safety Examiner 2 - (Four Positions to be Abolished) The Driver License and Financial Responsibility Division has identified nine (9) Safety Examiner 2's assigned to the Call centers for the VBP. These employees respond to customers and provide extremely important assistance to all DL Stations, the general public, law enforcement, and courts across Tennessee and other states. The remaining positions will be cross-trained to absorb duties identified. There will be delays in processing phone calls and technical assistance.

Group B - Administrative Assistant 1 - (Six Positions to be Abolished) The Administrative Assistant I positions are unique to our branch stations located throughout the state. All Administrative Assistant 1's assigned to the Driver License Field Offices will be offered the VBP. Eliminating these positions will add additional administrative responsibilities to the Driver License Branch Supervisors. This will result in reports being delayed and could have an impact on financial accountability.

Group C - Branch Supervisor 1- (Five Positions to be Abolished) All Branch Supervisor 1's will be offered the VBP. The responsibilities of those five positions abolished will be reassigned to other branch supervisors after reviewing the span of control in the respective geographical area impacted. This should have minimal affect on providing service to the public.

Group D - Safety Examiner 1. Incoming Correspondence - (One Position to be Abolished) All Safety Examiner 1's assigned to the Incoming Correspondence Unit will be offered the VBP. The job responsibilities of this position will be absorbed by other staff with minimal impact on services.

Group E - Secretary. Outgoing Correspondence - (One Position to be Abolished) all secretaries assigned to the Outgoing Correspondence Unit will be offered the VBP. The job responsibilities of this position will be absorbed by other staff with minimal impact on services.

Wanda Moore
Driver Services Division
May 26, 2008

TENNESSEE DEPARTMENT OF SAFETY
TENNESSEE HIGHWAY PATROL
2008-2009 VOLUNTARY BUYOUT PROGRAM
45 Positions Eliminated

1. Executive Summary

The THP has identified 15 groups for participation in the Voluntary Buy-out Program (VBP). The groups were identified based on overall impact on the Highway Patrol as a whole, and the day to day function of individual sections. The THP will make adjustments in the following areas: Air Craft Mechanic, the Command Staff, Communication Dispatch Supervisors, the rank of Sergeant, Lieutenant, and Captain, and Administrative Secretaries. Eliminating these positions will result in restructuring supervisory and management responsibilities within THP. Troopers and Dispatchers were not considered for the VBP as eliminating these positions would have a negative impact on one of the primary responsibilities of the Department of Safety. Reorganization of the department will be necessary.

2. Business Justification and Assessment

Group A (Air Craft Mechanic 1) — The current vendors do the overwhelming majority of maintenance on our air craft and have the capability to perform the minor maintenance as well.

Group B (Lieutenant Colonel) — Currently, there are three (3) Lieutenant Colonel positions. We can continue supervision of all operations and administrative services with two (2) Lieutenant Colonels; one (1) commanding the Field Operation Bureaus and the other commanding the Support and Administrative Service functions. As a result of the elimination of one (1) Lieutenant Colonel, our Majors in the East and West Field Operations Bureaus will become the primary supervisor for District Captains in the respective Bureaus.

Group C (Communication Dispatch Supervisors) — By eliminating the nine (9) Communication Dispatch Supervisors, Dispatchers in each District would report to the District Administrative Sergeant. Ultimately this reduces one level of onsite supervision. Those who choose not to accept the VBP offer will move into vacant Dispatcher 2 positions, within their respective Districts.

Group D (Special Operations Captain) — The Special Operations Captain will be eliminated, and the Special Ops Lieutenant and two Aviation Lieutenants will report directly to the Captain over a combined group that will be known as “Emergency and Protective Services” (EPS). This newly formed group is a result of the combining of Special Operations, Executive Security, and Capitol Security. The Emergency Services Coordinator (ESC) and other personnel assigned to assist the ESC at TEMA will all report directly to the EPS Captain. The Executive Security (Governor’s Security) and Capitol Security Lieutenants will also report directly to the EPS Captain. Other Administrative Captains will be able to

compete for the VBP, based upon seniority.

Group E (Capitol Security Captain) —The Capitol Security Captain position will be eliminated, and as previously stated, the Capitol Security Lieutenant will report directly to the EPS Captain. The Governor is protected by Executive Security, but is also protected by Capitol Security while at the Capitol and by Special Operations at special events. Having one Captain oversee the three (3) areas which protect the Governor creates a logical chain of command in a functional working structure. Other Administrative Captains will be able to compete for the VBP, based upon seniority.

Group F (Scales Captains) — Only two (2) of the original Scales/Inspection Operations continue to be overseen by Captains. Three (3) Scales/Inspection Operations are being managed by a Lieutenant who reports directly to the District Captain in the respective Districts. Upon the merger of CVE with THP in 2004, the plan was for each Scales Complex to become a “Troop” within the THP enforcement district where the scales complex is located. Eliminating the Captain positions at the Knoxville and Manchester Scales will bring these two (2) “Troops” in line with the original merger plan from 2004. The Knoxville District Captain and the Chattanooga District Captain will be able to compete for the VBP, based upon seniority within their respective District.

Group G (ASA 3/Communications) — The Communications section is responsible for purchasing, installing, and maintaining all emergency public safety radio equipment in patrol vehicles, district dispatch centers, and at remote repeater and tower sites. The vast majority of personnel assigned to this section are also responsible for the installation and maintaining of patrol vehicle emergency lighting and sirens, radar units, video systems and any other equipment required for patrol vehicles. The ASA 3 is responsible for preparing requests for purchase, assisting with inventory, and other such functions within this section. By eliminating this position, other personnel within the section will be required to absorb the responsibilities and tasks that are now done by the ASA 3. Other ASA 3's in Davidson County Administrative sections will be allowed to compete for the VBP, based upon seniority.

Group H (District Lieutenants) — We will eliminate one (1) Lieutenant position from each of the eight (8) THP enforcement Districts. Although this will increase the span of control for the remaining Lieutenants, the increased geographical and personnel issues will be manageable. All Lieutenants within a district will be eligible to submit their name for the VBP. In order to provide a smooth continuity of operations, personnel will be shifted and Troop boundaries will be adjusted.

Group I (District Sergeants) — We will eliminate one (1) Sergeant position from each of the eight (8) THP enforcement Districts. Sergeants are first line supervisors and are responsible for the supervision of Troopers in 1-3 counties. An ideal span of control for a Sergeant is 7 Troopers; however, a higher number of Troopers can be effectively supervised if they are in a smaller geographical

location. In order to mitigate span of control issues and provide effective supervision, we will adjust our grouping of counties and areas accordingly. All Sergeants within a District will be eligible to submit their name for the VBP.

Group J (Intelligence Unit Captain, Lieutenant and Sergeant) — The Intelligence Unit was created to provide criminal intelligence information to members of the THP. Although this unit, comprised of a Captain, Lieutenant and Sergeant, is relatively new, having been in existence for slightly more than one (1) year, it has proven to be a valuable asset. By eliminating this unit, other members of the Special Investigations Division will be required to ensure that criminal intelligence reports are disseminated quickly to Troopers across the State. With the full operation of the Tennessee Fusion Center (TFC), the negative effects of eliminating this unit will be mitigated by the support we expect to receive from the TFC. In order to provide a continuity of the flow of criminal intelligence information, we will assign an existing commissioned member of the THP directly to the TFC. Other Administrative Captains, Lieutenants and Sergeants will be allowed to compete for the VBP, based upon seniority.

Group K (Training Lieutenant and Sergeant) — One (1) Lieutenant and one (1) Sergeant position will be eliminated at the Department of Safety Training Center. The THP Training Division is responsible for providing instruction for basic cadet training, annual in-service training, and most specialized training provided to members of the Highway Patrol. These two (2) positions are also responsible for continuing education to stay abreast of national standards for training, operational procedures, etc. All Tennessee Peace Officer Standards and Training (POST) requirements must be followed for all training programs and all instructors must be POST certified instructors. Eliminating the Lieutenant position will require the Training Division Captain to provide direct supervision to Training Division Sergeants and directly monitor all training curriculum, instructors, etc. Eliminating one (1) Training Center Sergeant will create an additional burden for the remaining instructors; however, the additional responsibility can be absorbed by the remaining instructors and can be accomplished through cross training. Other Lieutenants and Sergeants assigned to Administrative Sections in Davidson county will be allowed to compete for the VBP, based upon seniority.

Group L (Administrative Secretaries at Scale Complex) — Four (4) Administrative Secretary Positions will be eliminated from the Scales Complexes. In the 2004 CVE merger plan, Scales Complexes are considered THP District “Troops.” These job duties and responsibilities will be absorbed by the District Administrative Secretaries.

Group M (Administrative Secretary CV Administration) — Currently, there are two (2) Administrative Secretaries that support the Commercial Vehicle Administration office. In our consolidation, the Commercial Vehicle Administration, Research Planning and Development, Staff Inspection/Accreditation, New Entrant Program, Pupil Transportation/Motor Coach section, Motorcycle Rider Education Program, DARE, and ACES program

will all be combined into one large division that will be known as Special Programs and Planning. Within this Division will be the Special Programs section, which will be managed by a Lieutenant who will be responsible for the Commercial Vehicle Administrative functions, the New Entrant program, the federal program manager, the DARE program, and the ACES program. Special programs can be supported by one (1) Administrative Secretary and the two (2) Account Technicians that are already part of this group. By eliminating one of these positions, we can bring the support function for the new Special Programs Section in line with other similar sections. Other Administrative Secretaries within the Nashville District will be allowed to compete for the VBP, based upon seniority.

Group N (Sergeant Position at Greene County and Knoxville Scale Complexes) — These two (2) Scale Complexes have three (3) Sergeants on staff and the other Scale Complexes only have two (2) Sergeants. A Sergeant position will need to be eliminated from each Scale Complex. The VBP will be offered to all Sergeants in the Fall Branch and Knoxville Districts.

Group O (OPR Sergeant) — The Office of Professional Responsibility was originally staffed (recommendation of Kroll) with six (6) Sergeant positions, two (2) Lieutenant positions, and one (1) Captain. There is currently a vacant Sergeant position in OPR that will be moved to another area. This will eliminate one (1) Sergeant Position in OPR, leaving the staffing level at four (4) Sergeants. The new staffing level will be sufficient to handle the demands of the unit without having a negative impact on the timeliness of internal investigations. Other Sergeants assigned to Administrative duties Davidson County will be allowed to compete for the VBP, based upon seniority.

Mike Walker
Colonel

May 23, 2008

TENNESSEE DEPARTMENT OF SAFETY
TECHNICAL SERVICES DIVISION
2008-2009 VOLUNTARY BUYOUT PROGRAM
7 Positions Eliminated

EXECUTIVE SUMMARY

The Technical Services Division has identified job classifications based upon job duties, and impact on what the Division would need in order to continue to provide necessary support services to the agency. We will review our projects to determine what impact any delay in implementation will have on the agency and services provided to customers. Some project priorities may change, other projects may have to be out-sourced and others could be postponed or cancelled. We will review the organization structure, workflow, work product, and work volumes within other units to determine if reorganization/consolidation would create a more efficient operation.

BUSINESS JUSTIFICATION AND ASSESSMENT

Group A - Clerk 2. Crash Unit - (Four Offers: One Position to be Abolished) The duties can be reassigned/absorbed by the remaining staff. Due to the number of cases received by this unit, there will be a delay in entry of crash data into the state and federal system. This delay would impact the division ability to ensure driving records are current both for administrative and law enforcement purposes. This could result in a recurrent audit finding from Federal Motor Carrier Safety Administration.

Group B - Clerk 2. Records Unit - (Four Offers: One Position to be Abolished) The duties can be reassigned/absorbed by the remaining staff. This position provides research on supporting documents for other states and our Driver License Stations. This will cause a delay in the group's ability to support internal and external customers and prevention of fraud.

Group C - Data Entry Operator I - (Eight Offers: One Position to be Abolished) These duties can be reassigned/absorbed by the remaining staff. This will delay the coding of driver license data into the system. This data is received from Group B and if not entered in a timely manner hampers Group B's ability to support internal and external customers.

Group D- Data Operator Supervisor I - (One Offer: One Position to be Abolished) These duties can be reassigned /absorbed by the Data Operator Supervisor 2. Although this will increase the workload of this position, this can be accomplished.

Group E - DP OP I - (Five Offers: One Position to be Abolished) These duties can be reassigned/absorbed by the remaining staff in Group D and Group F.

Group F - IN RES SP 2 - (Three Offers; One Position to be Abolished) These duties can be reassigned/absorbed by the remaining staff, IN RES SP 3. IN RES SP 4, and IN RES SP 5. This will reduce the number of Help Desk personnel and delay response time to repair technology issues in person and remotely.

Group 1 - Programmer Analyst 3 - (One Offer: One Position to be Abolished) All non-critical projects will be deferred or eliminated; greater reliance will be placed on vendor provided solutions.

Jimmy Lichtenstein
Information Systems Director
May 23, 2008

TENNESSEE DEPARTMENT OF SAFETY
OFFICE OF HOMELAND SECURITY
2008-2009 VOLUNTARY BUYOUT PROGRAM
2 Positions Eliminated

EXECUTIVE SUMMARY

The Office of Homeland Security's selection of positions to be offered the Voluntary Buyout Program was driven by criteria set forth. Because the Office of Homeland Security (OHS) was officially established in 2003, few state-funded positions are staffed with employees with 6 or more years of service. In addition, because the OHS was previously in the Executive Department, most positions are Executive Service and only one state-funded position is Career Service. Voluntary Separations were designated based upon these factors. Reorganization opportunities are essentially non-existent by criteria set forth.

BUSINESS JUSTIFICATION AND ASSESSMENT

Group A - Administrative Services Assistant 3 - (One Position to Abolished), This is an Executive Service position with more that six years total state service. This position provides support for the Assistant Commissioner. The job duties assigned to this position can be reassigned/absorbed by remaining staff.

Group B - Administrative Services Assistant 4 - (One Position to be Abolished) The job duties assigned to this position can be reassigned/absorbed by remaining staff.

Rick Shipkowski
Assistant Commissioner May 23,2008